Training and Planning Guide for Administrative Series Positions

This guide is for ARS employees needing general information on the basic training requirements for certain administrative series positions. Managers and supervisors may find this document useful in the employee development process and should supplement as needed. The guide can be used in conjunction with the Individual Development Plan (IDP) or with other internally developed career planning tools.

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INTRODUCTION

The ARS Administrative Series Training Matrices that follow are intended as a general guide and/or basic reference to use solely or supplement with individual position or headquarters/field mission requirements. This guide is considered to be applicable to most administrative positions in General Schedule (GS) series 201, 203, 301, 318, 326, 341, 503, 525, 560, 1101, and 2210. Each occupational series in the training matrices has three levels:

Entry Level	Typically consisting of introductory, fundamental, basic, and routine activities.
Intermediate Level	Typically consisting of activities which address specifics, proficiency, applications, and local missions.
Advanced Level	Typically consisting of activities which address complex, expertise, program impact or extended operations involving multiple organizations.

The Employee Development Section, Human Resources Division, identified three methods to obtain the knowledge, skills, and abilities (KSAs) listed on the matrices. The methods are formal training courses, on-the-job training, and self-study. Any other activities that can be collectively outlined as developmental may also be included as needed.